

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 05-169**

**POSITION TITLE/NUMBER:** Budget Officer, 05-169, (PD Number N0380)

**GRADE/PAY:** GS-0560-12     \$60,576.00 - \$78,745.00 per annum

**OPENING DATE:** 2 November 2005                      **CLOSING DATE:** 16 November 2005     (1700 hrs)

**DUTY LOCATION:** USPFO, Fort Pickett, Blackstone, VA

**EMPLOYMENT STATUS:** Non-dual Status (Competitive) Service Male/Female

**WHO CAN APPLY:**

**GROUP I** - All qualified Non-dual Status personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

**POINT OF CONTACT:** MAJ Robert L. Clarke, (434) 298-6171

**QUALIFICATION REQUIREMENTS:**

**GENERAL:** Experience in administrative, professional, technical, or other responsible work that demonstrates a knowledge of management principles and practices. The applicants must have the ability to analyze problems to identify significant factors, gather pertinent data, recognize solutions, plan and organize work and communicate effectively orally and in writing.

**SPECIALIZED:** Must have one (1) year equivalent to at least the GS-11 level that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:** Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSA will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of Department of the Army and the National Guard laws, regulations, policies, procedures and precedents that pertain to the budget analyst function.
2. Ability to work effectively under pressure of tight time frames and rigid deadlines.
3. Knowledge of and skill in applying the principles, practices, and methods of budget execution.
4. Knowledge of budgeting and financial relationships with workloads of organizational components.
5. Ability to collect and compile data for inclusion in routine and special reports.

**DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION N0380:** Serves as a technical expert regarding all phases of budget functions including the interpretation, application and implementation of budgetary principles, procedures and guidelines. Serves as principal staff advisor to the senior leadership and top management personnel regarding maintaining a balance in the efficiency and economy of operations in accomplishing programmed objectives. Interprets guideline materials and instructions issued by Office of Management and Budget (OMB), Congress, Department of Defense (DOD), National Guard Bureau (NGB), etc. Oversees budgetary operations.

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Performs special studies and selective reviews of budgetary programs and procedures. Serves as primary technical expert on the treatment of budgetary data on forms, schedules, requests, and reports for use by the financial/budget organization or for use by organization personnel. Formulates and justifies budget requests for the organization in consideration of historical costs up to five years, the current period of execution, and the effects of multi-year procurement and military construction appropriations. Issues calls for budget to staff and resource managers and provides guidance, as needed. Monitors the execution of the annual operating budget. Reviews and analyzes operations to determine causes of variances from budgets, time-phased schedules and cost limitations. Manages time-phased schedules of obligations and expenditures for applicable organizational budgets. Provides initial, continuation and update training for Resource Advisors.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@va.ngb.army.mil](mailto:vanguardtechjobs@va.ngb.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION...RELOCATION EXPENSES WILL NOT BE PAID...SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/jobs/Docs/statepoc.htm>.

TPVA 05-169

DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer